OFFICE OF
THE COMMMISSIONER

Phone: 340) 774-4750
Fax: (340) 776-4028

GOVERNMENT OF
THE UNITED STATES VIRGIN ISLANDS

Mailing Address:
2314 Kronprindsens Gade
Charlotte Amalie, VI 00802

Street Address:
76 Kronprindsens Gade
Charlotte Amalie, VI 00802

DEPARTMENT OF FINANCE

TREASURY DIVISION

Single Use Credit/Debit Card Authorization Form

(To Be Used Only When Manual Credit Card Entry Is Authorized)

AUTHORIZATION INFORMATION

Date: _____

Department/Agency: _____

Collector/Cashier: _____

Receipt No.: _____ ERP Payment Batch No.: _____

CARDHOLDER INFORMATION

Cardholder Name: _____

Billing Address: _____

City: _____ State: ____ Zip: _____

Telephone Number: _____

Email Address: _____

PAYMENT INFORMATION

Purpose of Payment:

Invoice / Account / Reference Number:

Amount Authorized: $_____

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CREDIT CARD INFORMATION

Card Type

☐ Visa ☐ MasterCard ☐ ATM/ATH Card

Card Number:

Expiration Date: _____ / _____

Security Code (CVV/CVC):

CARDHOLDER AUTHORIZATION

I hereby authorize the Government of the Virgin Islands to charge the credit card identified above for the amount indicated on this form.

I certify that:

- I am the authorized cardholder.
- The information provided on this form is true and correct.
- I authorize the Government of the Virgin Islands to process this transaction.
- I understand that this authorization applies only to the transaction identified above.
- I acknowledge that fraudulent use of a credit card may be subject to criminal prosecution.

Cardholder Signature and Date:

GOVERNMENT-ISSUED IDENTIFICATION

A valid government-issued photo identification must accompany this authorization.

Identification Type:

☐ Driver's License ☐ Passport ☐ State/Territory Identification Card

☐ Military Identification ☐ Other: _____

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OFFICE USE ONLY

Manual Entry Reason (Select One)

☐ Card Reader Inoperable ☐ Card Reader Unavailable

☐ Approved Emergency Processing ☐ Other:

Department Head/Chief Financial Officer Approval Required:

Approved ☐ Disapproved ☐

Name (Print): Title:

Signature:

Date:

IMPORTANT NOTICE

This form shall be used only when a manual credit card transaction is authorized in accordance with Department of Finance Treasury SOPPs.

Manual credit card entries are exceptions to standard payment processing procedures and shall only be performed when approved and properly documented.

Manual debit card transactions are strictly prohibited whenever the cardholder is not physically present to enter their Personal Identification Number (PIN). Under no circumstances shall debit card information be accepted or processed over the telephone.

This authorization form must be accompanied by a copy of the cardholder's valid government-issued photo identification and retained with the supporting payment documentation in accordance with the Government of the Virgin Islands' records retention requirements and applicable PCI-DSS standards.